



Town Board Meeting

October 5th, 2016



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The Minden Town Board meeting will be held at 5:30 p.m. on Wednesday, October 5, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

NOTICE: NRS 237: The Minden Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237.030 et seq. with respect to items on the Board's agenda. This includes, without limitation, the conclusion that each rule, ordinance, or regulation which is on the Board's agenda is without direct and significant economic burden on a business or direct restriction on the formation, operation, or expansion of a business; and that each rule, ordinance, or regulation which is on the Board's agenda for which a BIS has *not* been prepared does not impose a direct and significant economic impact on a business or a direct restriction on the formation, operation, or expansion of a business.

NOTICE: to persons with disabilities: Reasonable efforts will be made to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the Minden Town Office in writing at 1604 Esmeralda Avenue in Minden, Nevada or call 775-782-5976 in advance of the meeting, preferably at least 24 hours prior to the meeting, so that the arrangements may be conveniently made.

NOTICE: Items on the Agenda may be taken out of order. The Minden Town Board may combine two or more agenda items for consideration. The Minden Town Board may at any time remove an item from the agenda or delay discussion relating to an item on the agenda. Any restrictions imposed by the Board or its chair on public comment must be reasonable and may restrict time, place and manner of comments but may not restrict comments based on viewpoint.

Rachel Hamer, Town of Minden Secretary posted copies of this notice and agenda at 8:45 a.m. on the third working day, Sept. 30, 2016, before the meeting at the following locations: Minden Administration Office, 1604 Esmeralda Avenue, Suite 101, Minden, NV 89423; Minden Post Office, 1640 US Hwy 395, Minden, NV 89423; Douglas County Administrative Building, 1616 8th Street, Minden, NV 89423; and CVIC Hall bulletin board, 1602 Esmeralda Ave, Minden, NV 89423.

Signed:  : Rachel Hamer, Secretary.

Copies of supporting material may be requested from Rachel Hamer, Secretary, at 1604 Esmeralda Avenue, Minden, Nevada; by mail addressed to Ms. Hamer addressed to at the Minden Town Office; by phone at (775) 782-5976 or by email at rhamer@douglasnv.us. Copies of supporting material are available to the public at the Town Office, on the Town's website, www.townofminden.com, and at the meeting on the date and place listed above.

5:30 P.M. CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: Discussion may be limited to three minutes per person at the discretion of the Chair. **No action** may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken.

APPROVAL OF AGENDA

APPROVAL OF MINUTES:

September 7, 2016, Board Meeting

September 15, 2016, Special Meeting

ACKNOWLEDGEMENT OF GIFTS

BOARD MEMBER REPORTS: Items on the Administrative Agenda will not be discussed during Board Member committee reports. **No action** may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. Discussion may include a report on activities of committees or general information of interest to the Board. The Board Committee assignments and potential presenters on this portion of the agenda are as follows:

Member Roxanne Stangle- Main Street Minden Update

CONSENT AGENDA FOR POSSIBLE ACTION: Items may be moved to or from the Consent Agenda at the beginning of the Board meeting during the Approval of the Consent Agenda. Items on the Consent Agenda may be voted on in a block, i.e., with one motion on all those items, one second to the motion, and one vote by the Board members. Items removed from the Consent Agenda will be heard immediately following the Consent Agenda in the order in which they appear in the Consent Agenda.

1. Approval of the August 2016 financial report including claims paid August 26, 2016 through September 22, 2016 for fiscal year 2017.
2. Approval of a request by Minden Fest event promoters for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets Tuesday evenings from May 16th through September 26th, 2017. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street and Fifth Street between Esmeralda Avenue and Mono from 2:00 pm until 8:30 pm.
3. Approval of a request by Minden Fest event promoters for the Town of Minden to sponsor the Minden Spring Arts and Crafts Festival and Innliner Car Show, June 2-4, 2017. Approval of this request would include waiving fees associated with street closure and providing Town staff support of the event. Town approval will also include closure of Esmeralda between US Highway 395 and Sixth Street; Fifth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395; Fourth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395 from 2:00 pm Friday through 7:00 pm Sunday.
4. Approval of a request by Minden Fest event promoters for the Town of Minden to waive the fees associated with the use of the CVIC Hall for a half day craft/gift show on December 3, 2016 and December 2, 2017 in exchange for live music/entertainment to be paid for and hosted by Minden Fest for the duration of the show.
5. Approval of the 2016 Town of Minden Christmas Celebration on Friday, December 2, and the 21st annual Parade of Lights from Heritage Park to Minden Park Saturday, December 3, 2016. Approval of this request includes closure of the following streets on Friday December from 12:00 pm until 10:00 pm: Esmeralda Avenue between Fourth Street and Sixth Street; Fifth Street between Mono Avenue and the alley between Highway 395 and Esmeralda Ave. Approval also includes closure of the following streets: Esmeralda from US Highway 395 to Eighth Street; closure of Eighth, Seventh, Sixth, Fifth and Fourth Streets between US Highway 395 and County Road; third street between US Highway 395 and Mono, and closure of Mono Avenue between Third and Eighth Street from 3:00 pm to 10:00 pm Saturday December 3, 2016.

ADMINISTRATIVE AGENDA: The following item(s) are scheduled for public hearing. At the beginning of each item, the Chairman will call the item. Normally, the applicant and/or their representatives are permitted to speak first, and then Town Staff may present a summary of the staff report and recommendation, including any updated information received by the Town after the reports

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were distributed. Next, Board discussion, and then the Chairman will open the hearing to public comment. For items on which action is to be taken, the Chairman will close the hearing of public comment before a motion is made and a vote is taken. The Chairman has the right to establish reasonable time limits for comments and to allow for rebuttal comments.

1. For possible action: Discussion and possible action to formally change, change with conditions, or continue the regular monthly meeting time of the Minden Town Board from 5:30 p.m. to 4:30 p.m. on the first Wednesday of every month unless formally changed to another day of the week or noticed for another meeting time. Appearance by Chairman John Stephans. **Public comment.**
2. For possible action: Discussion and possible action to provide direction to Town Staff regarding the possible creation of special program to pay tribute to, memorialize or thank members of the community through contributions to streetscape, landscaping and other design elements in and around Minden. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town administrative staff to create one full-time, 40 hour per week, Office Specialist position and eliminate one part-time Office Assistant position. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
4. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny request to formally change the November regular Town Board meeting date from November 2, 2016 to November 9, 2016. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
5. For possible action: Discussion and possible action to select and approve, approve with conditions, continue or deny a date and time for a special meeting in November or December of 2016 to conduct a Town of Minden strategic planning session. Possible action may include providing direction to staff regarding the content of the strategic planning session. Appearance by Jenifer Davidson, Minden Town Manager. **Public comment.**
6. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Staff Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager, and JD Frisby, Superintendent of Public Works. **Public comment.**

PUBLIC COMMENT: Final period of public comment to allow public comment on any matter within the Town Board's jurisdiction, control, or advisory power. Discussion may be limited to three minutes per person at the discretion of the Chair. No action may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken.

ADJOURNMENT

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The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, September 7, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

Board Members present: Matt Bernard, Glen Radtke, Roxanne Stangle, John Stephans and Bill Souligny.

Staff present: Jenifer Davidson, JD Frisby, Trish Koepnick, Ryan Russell, and Bruce Scott.

Chairman Stephans called the regular meeting to order at 5:30 p.m.

The Pledge of Allegiance was led by Board member Stangle.

PUBLIC COMMENT:

A member of the public gave positive feedback on the improvements on County Road.

A Bently representative gave an update on the Bently Heritage project.

APPROVAL OF AGENDA

Souligny/Stangle moved to approve the August 3, 2016 agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES:

Bernard/Souligny moved to approve the minutes. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

EMPLOYEE AWARD

An award was given to Town employee Dan Kistler, Maintenance Supervisor in recognition of excellence.

BOARD MEMBER REPORTS:

Roxanne noted that the Main Street Fall Fling will be held on Oct. 15; new members to Main Street are actively being pursued.

Chairman John Stephans talked about scheduling a Strategic Planning Session; consensus was to hold it after November 6th if possible.

CONSENT AGENDA FOR POSSIBLE ACTION

1. Approval of the August 2016 financial report including claims paid July 22, 2016 through August 25, 2016 for fiscal years 2016 and 2017.

2. Approval of a request by Main Street Minden for a fall Main Street Minden Event on October 15, 2016. Approval of this request would include the Town waiving fees associated with street closure, use of the CVIC Hall and/or Minden Park, and use of Town equipment. Town approval will also include closure of Esmeralda Avenue between Fifth Street and Fourth Street, and Fifth Street from the alley between Mono Avenue and Esmeralda Avenue from 11:00 am through 9:00 pm on the day of the event.

Stangle/Souligny moved to approve the consent agenda. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. **For possible action:** Discussion and possible action to provide input to Douglas County regarding the 2017 Master Plan update as it pertains to the Minden/Gardnerville Community Plan. Appearance by Candace Stowell, Senior Associate with Wells Barnett Associates, LLC.

Ms. Stowell gave the background of what has been happening on the Master Plan update process, and informed the Board about the process going forward, noting that this is a 20 year update of the Master Plan. They are looking at all of the existing 11 elements of the Master Plan with consideration for changes that have come about; she requested feedback from the Minden Town Board in particular if Minden would like to have its own community plan.

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Board comments included feeling that any master plan changes should be based on specific plans for new developments and transportation elements that would relieve traffic on Highway 395. The Board committed to getting ideas and comments back to the Town manager, and asked for the results of the Minden strategic planning session to be incorporated into Town input to be given to Ms. Stowell.

Public comment:

A member of the public stressed the importance of maintaining the existing character of the community, and expressed concerns about transportation issues, hoping to have the foresight to plan for a real bypass.

Following thoughtful and intelligent deliberation Bernard/Stangle moved to continue this item subject to the individual Board members providing comments to the Town Manager for consolidation and presentation and possible action in conjunction with the next strategic planning session. Motion carried unanimously.

2. Not for possible action: Presentation only regarding Marijuana Legislation Initiative Question #2 and the possible impact to Douglas County. Presentation by Partnership for Community Resources. Presentation does not reflect any particular stance of the Town Board or any individual Board Member, and the presentation does not preclude participation of or future presentation by any individual or group with views which oppose those of the presenting group. Appearance by a designated representative of the Partnership of Community Resources.

Leah Walters from the Partnership of Community Resources noted the intention this evening was to educate the voters on what the marijuana initiative is, and went through a questionnaire with the Board and audience. Ms. Walters express that the Partnership was not trying to sway the audience in any way.

Public comment: None

3. For possible action: Discussion and possible action to provide direction to Town Staff regarding a presentation by Town Staff of the status of the Park Heritage Ranch Supplemental Irrigation Wells and a series of temporary applications, (Application Numbers 86380T, 86381T, 86382T, 86383T, 86384T, 86385T, 86386T, 86387T) by Park Ranch Holdings, LLC, A Nevada Limited Liability Company for permission to change points of diversion and places of use of waters of the State of Nevada heretofore appropriated. Possible action may include direction to Town Staff to advise the State Engineer of the potential impact of these applications on Minden municipal wells and formally request that the temporary applications be approved, approved with conditions postponed or denied. Appearance by Bruce Scott, Principal Engineer Resource Concepts Incorporated and consultant on behalf of the Town of Minden.

Mr. Bernard noted he could not participate as he had commitments in a private capacity to Mr. Anderson and Mr. Park.

Mr. Scott gave the background on the Park Ranch wells and the concern on potential impact on Town wells associated with the use of those irrigation wells. He noted that the permits applied for have water rights going into those wells with priority dates before our Town wells. The permanent permit applications go through the public process and the Town has opportunity for input including protest.

Rob Anderson responded to Board questioning concerning pumping by Park without permission. He noted that they indeed had no valid permits when they pumped later in the summer; they had intended to file permits for use again. Mr. Anderson took the blame for overlooking this. He gave the background of the Park Ranch and this request. Supplemental irrigation permit rights are used only if they are out of priority rights or they did not receive a full duty of surface water rights; this is allowed only during irrigation season. Mr. Anderson said the water will not come from one well alone; the purpose of the application is to move the water rights around and best utilize them. He requested that the Town not file action to interfere with state approval and the Board direct Town staff to work with them towards agreement to make sure both the Town and the Parks' needs are met.

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Board discussion included concern over pumping with expired permits, how it could have been overlooked, request for diligence on notifying the Town as a good neighbor, and advising the state engineer of our intention to work with the Parks.

Public comment: None

Mr. Park said that he looks forward to working with the Town to alleviate any concerns.

Following thoughtful and intelligent deliberation, Souigny/Stangle moved to recommend that we advise the state engineer that staff has been directed to work out the logistics of a potential agreement between the Town and the Parks as to future water use, and to recommend approval of the temporary permits to the state engineer with the conditions that there is no pumping without future permits and no pumping in excess of the permit allowances. Motion carried unanimously.

4. For possible action: Discussion and possible action to recommend to Douglas County approval, approval with conditions, continuance or denial of Development Applications DA 16-038 and DA 16-039 containing requests by Park Ranch Holdings, LLC for amendments to the Douglas County Master Plan reflecting: removal of receiving area for the TRE Holbrook Junction Community Plan parcels with replacement master plan designations consistent with the current zoning of the parcels; amend the master plan zoning for the Town /Gardnerville Community Plan parcels; extend the community plan and urban service area boundaries, and realign Muller Parkway. The subject property in the application is comprised as follows: Twenty-five (25) parcels totaling 1,104 acres located east of US Highway 395 bounded by The Ranch at Gardnerville and Chichester Estates to the south, the Virginia Ditch to the east; Stockyard Road to the north; and Heybourne Road, Monterra Phase 2 (pending) and The Ranch at Gardnerville (pending) to the west. The project area is within the South, Central and North Agriculture Community Plan Area with existing land use designations of Agriculture, Industrial, Receiving Area, and Rural Residential. Appearance by Rob Anderson and Keith Ruben, RO Anderson Engineering.

Mr. Bernard noted he could not participate as he had commitments in a private capacity to Mr. Anderson and Mr. Park.

Mr. Ruben gave a presentation showing the existing land use, existing zoning, proposed land use and proposed zoning as well as giving comments regarding Muller Lane.

Board discussion included the magnitude of this decision as it would double the size of the town, the short notice for review, concerns on traffic flow especially at Buckeye, Muller Lane presently being approved as a non-truck route, and the need to see more detail. There was particular concern about who would pay for needed infrastructure, and concern that the Master Plan requirements were not being met in to considering changing the land use. They noted their obligation to current residents to preserve the existing character of the County/Gardnerville community and maintain the quality of life.

Public comment:

Various members of the public echoed the Board's concerns. They also noted that we have a large number of approved lots not yet built on and believed that this development is not warranted, expressed concern over water issues and water rights as well as drainage and flooding concerns, and urged the board to deny the application as this would change forever the character of the community.

Following thoughtful and intelligent deliberation Stangle/Souigny moved to moved to recommend denial of the Master Plan amendments and the zoning changes in DA 16-038 and DA-16039, and if the Planning Commission and/or the County Commissioners approve this application it be conditioned as follows:

- 1) Proposed possible development of this size and scope should require an in depth deliberate analysis and interactive approach between the developer, the Towns and the County to design, plan and mitigate the financial impacts of critical/long-term elements including traffic, drainage, utilities, maintenance and development amenities.

- 2) A future Specific Plan/Community Design should comply with the respective Plans for Prosperity and design guidelines of each Town.
- 3) Any obligation to serve any portion of the project is subject to future development meeting all requirements established by the Town of Minden at that time and may be limited by the Town's ability to serve based on existing commitments and the developer dedicating the necessary public improvements to serve the project to a standard acceptable by the Town.

Motion carried unanimously.

5. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny request to partner with CGI Communications, Inc. to create a series of professionally produced online videos to highlight the Town of Minden and to authorize the Town Manager to execute and agreement for the same on behalf of the Town in a format acceptable to Town Counsel. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson gave the background for this item and showed an example of the proposed type of video.

Board discussion included feeling uncomfortable with having our web site turned into a marketing plan, feeling this might be more appropriate through the Chamber of Commerce or Minden Main Street.

Public comment: None

Following thoughtful and intelligent deliberation, Bernard/Stangle moved to deny the request to partner with CGI Communications, Inc. to create a series of professionally produced online videos to highlight the Town of Minden and to authorize the Town Manager to execute and agreement for the same on behalf of the Town in a format acceptable to Town Counsel. Motion carried unanimously.

6. **For possible action:** Discussion and possible adopt, adopt with conditions continue or deny revised Capacity Charges for the Town of Minden Retail Water System as recommended in the Retail Water System Capacity Charges and Rates Study prepared by Municipal Financial Services and accepted by the Town in February of 2016. Jenifer Davidson, Town Manager.

Ms. Davidson gave the background for this request.

Board comments included full support for this, liking the elimination of e.d.u.'s as the basis for connection charges, and the feeling that this approach is more logical.

Public comment: None

Following thoughtful and intelligent deliberation Souigny/Stangle moved to approve the revised Capacity Charges for the Town of Minden Retail Water System as recommended in the Retail Water System Capacity Charges and Rates Study prepared by Municipal Financial Services and accepted by the Town in February of 2016. Motion carried unanimously.

7. **For possible action:** Discussion and possible action to approve, approve with conditions, continue or deny a bid for the 2016 Alley Retail Line Replacement Project from Sierra Nevada Excavation in the amount of \$483,055.00 with the project total not to exceed the budgeted amount. Appearance by JD Frisby, Superintendent of Public Works.

Mr. Frisby noted this would replace old outdated water lines with PVC. There were only two bids from contractors, but both were under budget.

Board discussion included timing, sequence and replacement of asphalt.

Public comment: None

Following thoughtful and intelligent deliberation, Stangle/Radtke moved to approve a bid for the 2016 Alley Retail Line Replacement Project from Sierra Nevada Excavation in the amount of \$483,055.00 with the project total not to exceed the budgeted amount. Motion carried unanimously.

8. **For possible action:** Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Staff Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail

and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager, and JD Frisby, Superintendent of Public Works.

Ms. Davidson reported on updates in staffing, as well as training and opportunities within the Town organization. She informed the Board of the possible DHS homecoming event request, which would entail a special meeting. She also noted the possibility of incorporating ideas from the High School Leadership class into our planning sessions.

Mr. Frisby gave an update on construction projects including the County Road ditch, street rehab and street sealing. He is working on finalizing the engineering agreements.

Public comment: None

FINAL PUBLIC COMMENT:

A member of the public commented on crack filling in conjunction with street sealing.

ADJOURNMENT: Ms. Stangle moved to adjourn at 9:38 pm.

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The Minden Town Board special meeting was held at 5:15 p.m. on Wednesday, September 14, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

The meeting was called to order at 5:15 by Chairman Stephans

The Pledge of Allegiance was led by Mr. Radtke.

Public Comment: None

Bernard/Stangle moved to approve the agenda as published. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town Staff to partner with the Douglas High School Leadership class to host a 2016 Homecoming event in Minden Park on Wednesday September 28, 2016. Approval of this request would include the Town waiving fees associated with street closure, use of Minden Park, use of Town equipment and assistance with the event by Town Staff. Town approval will also include closure of Esmeralda Avenue and Mono Avenue between Sixth Street and Fourth Street; and Sixth Street, Fifth Street and Fourth Street from Mono Avenue to Esmeralda Avenue from 2:00pm through 8:00 pm on the day of the event. Appearance by Jenifer Davidson Town Manager, and Karen Lamb on behalf of Douglas High School Leadership Class.

Ms. Lamb gave the background for this request, which is based on the concept of involving the high school more with the community. Ms. Davidson spoke about the street closure, the Town staff needed for this and the staff recommendation to support the high school.

Board expressed full support for this event with the hope that there would be a homecoming parade in the future.

Public comment: None.

Souligny/Stangle moved to approve the a request by Town Staff to partner with the Douglas High School Leadership class to host a 2016 Homecoming event in Minden Park on Wednesday September 28, 2016 and incorporate the conditions in the agenda item including the street closure, use of Minden Park and fee waivers. Motion carried unanimously.

FINAL PUBLIC COMMENT: None

ADJOURNMENT moved to adjourn at 5:24 p.m.

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October 5, 2016 - Consent #1

Paid M-T-D		General	AdVal	Trash	Cap Equip	Wholesale	Water	Deposit	Date	
→		\$ 35,970.38	\$ -	\$ 19,786.74	\$ 130,884.91	\$ 45,865.79	\$ 67,479.41	\$ 2,300.00		
Date Paid	Fund	Account Number	(Verify Fund)	Account)	Vendor	Invoice Number	Description	Claim Amount	After Claims	Total M-T-D
9/1/2016	630	630.916.532.015	General	Maint & Repair	Desert Star Landscaping	TOM-0861	Contract Work 8-16	\$ 3,480.00	\$ 64,060.22	\$ 3,480.00
9/1/2016	630	630.916.532.015	General	Maint & Repair	Desert Star Landscaping	TOM-081816	sod repair	\$ 725.00	\$ 64,060.22	\$ 4,205.00
9/1/2016	630	630.916.532.015	General	Maint & Repair	NV Power Products	39993	weed whip	\$ 488.00	\$ 64,060.22	\$ 4,693.00
9/1/2016	630	630.911.550.001	General	Misc Expenses	Alpen Sierra Roasting	187122	coffee	\$ 45.25	\$ 3,772.12	\$ 4,738.25
9/1/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman Landscaping	16-Aug	Jakes Maintenance	\$ 780.00	\$ 64,060.22	\$ 5,518.25
9/1/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman Landscaping		Roundabout	\$ 310.00	\$ 64,060.22	\$ 5,828.25
9/1/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman Landscaping		County Road	\$ 520.00	\$ 64,060.22	\$ 6,348.25
9/1/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman Landscaping		Minden Proper	\$ 200.00	\$ 64,060.22	\$ 6,548.25
9/1/2016	630	630.916.521.100	General	Pro Services	ABC Fire & Cylinder Service	70065	Semi Annual Tests	\$ 139.86	\$ 3,997.37	\$ 6,688.11
9/1/2016	630	630.000.220.000	General	Refundable Dep. (CVIC)	Sigafus, Stacy		credit 1975 CVIC Deposit Refund	\$ 400.00	\$ (7,000.00)	\$ 7,088.11
9/1/2016	636	636.918.562.000	Cap Equip	Capital Projects	Sierra View Equipment	Invoice #6361	App 2 County Road Ditch 15D01	\$ 113,663.61	\$ 263,933.14	\$ 120,751.72
9/1/2016	630	630.915.520.088	General	Utilities	NVEnergy	16-Aug	electric	\$ 4,966.89	\$ 41,859.02	\$ 125,718.61
9/1/2016	639	639.919.520.088	Wholesale	Utilities	NVEnergy		electric	\$ 26,872.34	\$ 313,590.74	\$ 152,590.95
9/1/2016	635	635.912.520.088	Trash	Utilities	NVEnergy		electric	\$ 201.16	\$ 4,552.29	\$ 152,792.11
9/1/2016	630	630.916.520.088	General	Utilities	NVEnergy		electric	\$ 1,271.52	\$ 14,729.11	\$ 154,063.63
9/1/2016	640	640.913.520.088	Water	Utilities	NVEnergy		electric	\$ 67.05	\$ 2,850.77	\$ 154,130.68
9/1/2016	630	630.917.520.088	General	Utilities	NVEnergy		electric	\$ 44.70	\$ 900.51	\$ 154,175.38
9/1/2016	639	639.919.520.146	Wholesale	Utilities-Heybourne PT	NVEnergy		electric	\$ 3,260.99	\$ 28,419.43	\$ 157,436.37
9/1/2016	639	639.919.550.036	Wholesale	Wtr Rights Assess	Office of the Watermaster		715 carson river water rights	\$ 40.52	\$ (8,642.04)	\$ 157,476.89
9/1/2016	635	635.912.532.015	Trash	Maint & Repair	Western NV Supply	16715068	trash repair	\$ 69.44	\$ 7,401.78	\$ 157,546.33
9/1/2016	640	640.913.532.001	Water	Op. Supplies	Western NV Supply	16708829	supply	\$ 42.00	\$ 11,633.92	\$ 157,588.33
9/1/2016	640	640.913.532.001	Water	Op. Supplies	Western NV Supply	16719204	supply	\$ 311.47	\$ 11,633.92	\$ 157,899.80
9/1/2016	640	640.913.532.015	Water	Maint & Repair	Western NV Supply	16714953	meter repair	\$ 23.89	\$ 1,532.64	\$ 157,923.69
9/1/2016	640	640.913.532.015	Water	Maint & Repair	Western NV Supply	16709026	meter repair	\$ 181.88	\$ 1,532.64	\$ 158,105.57
9/1/2016	640	640.913.532.015	Water	Maint & Repair	Western NV Supply	16725177	meter repair	\$ 47.78	\$ 1,532.64	\$ 158,153.35
9/1/2016	639	639.919.532.001	Wholesale	Op. Supplies	Western NV Supply	16737680	supply	\$ 43.12	\$ 2,456.88	\$ 158,196.47
9/1/2016	630	630.916.532.001	General	Op. Supplies	Western NV Supply	16737680-1	supply	\$ 644.36	\$ 4,058.66	\$ 158,840.83
9/1/2016	630	630.911.510.150	General	Board Compensation	Sougliny		Board Compensation	\$ 500.00	\$ 2,550.00	\$ 159,340.83
9/1/2016	630	630.911.510.150	General	Board Compensation	Radtk		Board Compensation	\$ 500.00	\$ 2,550.00	\$ 159,840.83
9/1/2016	630	630.911.510.150	General	Board Compensation	Bernard		Board Compensation	\$ 500.00	\$ 2,550.00	\$ 160,340.83
9/1/2016	630	630.911.510.150	General	Board Compensation	Stangle		Board Compensation	\$ 500.00	\$ 2,550.00	\$ 160,840.83
9/1/2016	630	630.911.510.150	General	Board Compensation	Stephans		Board Compensation	\$ 550.00	\$ 2,550.00	\$ 161,390.83
9/8/2016	639	639.919.531.006	Wholesale	Chemicals	Sierra Chemical	SLS10038347	Heybourne Booster Chlorine	\$ 1,569.72	\$ 18,737.28	\$ 162,960.55
9/8/2016	640	640.913.532.028	Water	Uniforms	Alasco Reno	LREN1172323	Coveralls	\$ 14.71	\$ 1,181.29	\$ 162,975.26
9/8/2016	640	640.913.532.028	Water	Uniforms	Alasco Reno		Coveralls	\$ 14.71	\$ 1,181.29	\$ 162,989.97
9/8/2016	640	640.913.532.028	Water	Uniforms	Alasco Reno		Coveralls	\$ 14.71	\$ 1,181.29	\$ 163,004.68
9/8/2016	640	640.913.532.028	Water	Uniforms	Alasco Reno		Coveralls	\$ 16.46	\$ 1,181.29	\$ 163,021.14
9/8/2016	630	630.916.532.015	General	Maint & Repair	Alasco Reno		Mops Mats	\$ 37.52	\$ 64,060.22	\$ 163,058.66
9/8/2016	630	630.916.532.015	General	Maint & Repair	Alasco Reno		Mops Mats	\$ 37.52	\$ 64,060.22	\$ 163,096.18
9/8/2016	630	630.916.532.015	General	Maint & Repair	Alasco Reno		Mops Mats	\$ 37.52	\$ 64,060.22	\$ 163,133.70
9/8/2016	630	630.916.532.015	General	Maint & Repair	Alasco Reno		Mops Mats	\$ 37.52	\$ 64,060.22	\$ 163,171.22
9/8/2016	630	630.917.532.015	General	Maint & Repair	Inland Supply	141086	rags	\$ 28.50	\$ 3,410.79	\$ 163,199.72
9/8/2016	630	630.916.532.015	General	Maint & Repair	Inland Supply	141380	CVIC and Park	\$ 221.85	\$ 64,060.22	\$ 163,421.57
9/8/2016	639	639.919.532.015	Wholesale	Maint & Repair	Tahoe Valley Electric Supply	5063939	Booster Fuse	\$ 153.80	\$ 32,336.63	\$ 163,575.37
9/8/2016	639	639.919.520.088	Wholesale	Utilities	NV Energy	16-Aug	electric 1730 Orbit Well 7	\$ 51.90	\$ 313,590.74	\$ 163,627.27
9/8/2016	635	635.912.520.197	Trash	Landfill	Carson City Treasurer	485760816	landfill	\$ 13,983.93	\$ 132,267.76	\$ 177,611.20
9/8/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Parts House	691218	trash truck	\$ 67.12	\$ 15,348.10	\$ 177,678.32
9/8/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Parts House	692281	trash truck	\$ (67.12)	\$ 15,348.10	\$ 177,611.20
9/8/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Parts House	692284	trash truck	\$ 121.44	\$ 15,348.10	\$ 177,732.64
9/8/2016	630	630.917.520.118	General	Veh Maint - Outside	Parts House	693556	GMC 1 ton	\$ 15.34	\$ 2,117.42	\$ 177,747.98
9/8/2016	639	639.919.532.015	Wholesale	Maint & Repair	Parts House	30-Aug	water	\$ 20.68	\$ 32,336.63	\$ 177,768.66
9/8/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Amrep	285298	trash truck	\$ 202.11	\$ 15,348.10	\$ 177,970.77
9/8/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Amrep	28655	trash truck	\$ 253.38	\$ 15,348.10	\$ 178,224.15
9/8/2016	639	639.919.532.015	Wholesale	Maint & Repair	Ace Hardware	110051/1	water parts	\$ 6.58	\$ 32,336.63	\$ 178,230.73
9/8/2016	630	630.911.550.001	General	Misc Expenses	Koepnick, Trish		Board Meeting Walmart	\$ 25.00	\$ 3,772.12	\$ 178,255.73
9/8/2016	630	630.911.550.001	General	Misc Expenses	Koepnick, Trish		Board Meeting Subway	\$ 29.00	\$ 3,772.12	\$ 178,284.73
9/8/2016	639	639.919.520.055	Wholesale	Telephone Expense	Frontier	16-Sep	Phone for Heybourne Booster	\$ 93.62	\$ 1,910.10	\$ 178,378.35
9/8/2016	635	635.912.532.003	Trash	Gas & Oil	Flyers Energy	CFS1288746	Fuel	\$ 803.75	\$ 27,279.34	\$ 178,182.10
9/8/2016	630	630.916.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$ 137.08	\$ 5,595.24	\$ 179,319.18
9/8/2016	630	630.915.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$ 40.39	\$ 1,810.16	\$ 179,359.57
9/8/2016	639	639.919.532.003	Wholesale	Gas & Oil	Flyers Energy		Fuel	\$ 141.98	\$ 4,566.00	\$ 179,501.55
9/8/2016	640	640.913.532.003	Water	Gas & Oil	Flyers Energy		Fuel	\$ 141.98	\$ 2,565.97	\$ 179,643.53
9/8/2016	630	630.000.220.000	General	Refundable Dep. (CVIC)	Buckley, Lauren	1986	credit deposit refund	\$ 800.00	\$ (7,000.00)	\$ 180,443.53
9/8/2016	630	630.000.362.100	General		Buckley, Lauren	1986	credit 6 hrs unused Hrs Rent	\$ 253.50		\$ 180,697.03
9/8/2016	635	635.912.533.806	Trash	Software	Caselle Inc	75497	Contract support	\$ 167.50	\$ 2,130.00	\$ 180,864.53
9/8/2016	640	640.913.533.806	Water	Software	Caselle Inc		Contract Support	\$ 167.50	\$ 2,165.00	\$ 181,032.03
9/8/2016	630	630.915.532.015	General	Maint & Repair	RCI	16-01120	Street Rehab 2016	\$ 4,300.99	\$ 104,031.18	\$ 185,333.02
9/8/2016	636	636.918.562.200	Cap Equip	Buildings	RCI	16-01117	County Rd Ditch 15D01	\$ 15,736.30	\$ (15,736.30)	\$ 201,069.32
9/8/2016	639	639.919.521.200	Wholesale	Engineering	RCI	16-01119	Wholesale Water	\$ 3,745.00	\$ 10,735.00	\$ 204,814.32
9/8/2016	640	640.913.562.000	Water	Capital Projects	RCI	16-01122	Alley waterline Replacement 16W03	\$ 4,471.25	\$ 600,918.75	\$ 209,285.57
9/8/2016	640	640.913.562.000	Water	Capital Projects	RCI	16-01121	Well #11 16W02	\$ 2,892.50	\$ 600,918.75	\$ 212,178.07
9/8/2016	640	640.913.521.200	Water	Engineering	RCI	16-01118	retail water	\$ 680.00	\$ (625.00)	\$ 212,858.07
9/8/2016	630	630.911.521.200	General	Engineering	RCI	16-01123	La Costa at Monte Vista	\$ 240.00	\$ 17,365.00	\$ 213,098.07
9/8/2016	630	630.911.520.136	General	Rents & Leases Equip	Pitney Bowes	33033272	rental charges	\$ 374.64	\$ 5,279.38	\$ 213,472.71
9/8/2016	639	639.919.520.194	Wholesale	Cell Phones	AT & T	832479668	1/2 cell service	\$ 209.83	\$ 1,579.84	\$ 213,682.54
9/8/2016	640	640.913.520.194	Water	Cell Phones	AT & T		cell service	\$ 209.84	\$ 1,579.83	\$ 213,892.38
9/8/2016	635	635.912.520.194	Trash	Cellular Phone	AT & T		cell service	\$ 209.84	\$ 579.83	\$ 214,102.22
9/8/2016	639	639.919.520.200	Wholesale	Training & Ed	Frisby		Water Operator Cert App	\$ 87.00	\$ 2,913.00	\$ 214,189.22
9/8/2016	630	630.916.532.015	General	Maint & Repair	Fastenal Company	NVMIN56918	CVIC	\$ 2.10	\$ 64,060.22	\$ 214,191.32
9/8/2016	630	630.916.532.015	General	Maint & Repair	Fastenal Company	NVMIN56621	CVIC	\$ 3.62	\$ 64,060.22	\$ 214,194.94
9/8/2016	630	630.916.532.015	General	Maint & Repair	Fastenal Company	NVMIN57280	Grounds	\$ 42.10	\$ 64,060.22	\$ 214,237.04
9/8/2016	639	639.919.532.015	Wholesale	Maint & Repair	Fastenal Company	NVMIN57342	Wholesale Water	\$ 10.44	\$ 32,336.63	\$ 214,247.48
9/8/2016	636	636.918.562.000	Cap Equip	Capital Projects	Delta Fire Systems	84780	project screen 17G02	\$ 1,485.00	\$ 263,933.14	\$ 215,732.48
9/15/2016	630	630.911.550.001	General	Misc Expenses	Procurement Koepnick	8/16	Koepnick Board Meeting	\$ 33.15	\$ 3,772.12	\$ 215,765.63
9/15/2016	639	639.919.532.015	Wholesale	Maint & Repair	NV Seal & Pump	NSP1726	Heybourne Booster	\$ 657.10	\$ 32,336.63	\$ 216,422.73
9/15/2016	635	635.912.520.118	Trash	Veh. Maint Outside	GCR Tire Center	47994		\$ 3806	\$ 15,348.10	\$ 216,657.73

October 5, 2016 - Consent #1											
9/15/2016	630 630.911.520.055	General	Telephone Expense	Frontier	782-2495, 782-5976	\$	356.41	\$	3,410.77	\$	217,014.14
9/15/2016	635 635.912.520.055	Trash	Telephone Expense	Frontier	782-2957, 782-5097	\$	132.92	\$	1,097.36	\$	217,147.06
9/15/2016	639 639.919.520.055	Wholesale	Telephone Expense	Frontier		\$	132.93	\$	1,910.10	\$	217,279.99
9/15/2016	640 640.913.520.055	Water	Telephone Expense	Frontier		\$	132.93	\$	2,597.34	\$	217,412.92
9/15/2016	630 630.000.220.000	General	Refundable Dep. (CVIC)	DOCO Republican Women	1890 credit CVIC Hall Refund of Deposit	\$	800.00	\$	(7,000.00)	\$	218,212.92
9/15/2016	630 630.916.532.015	General	Maint & Repair	Ahern Rentals	16444091-1 parks	\$	78.99	\$	64,060.22	\$	218,291.91
9/15/2016	630 630.916.532.015	General	Maint & Repair	Ahern Rentals	16498845-1 parks	\$	39.15	\$	64,060.22	\$	218,331.06
9/15/2016	635 635.912.520.198	Trash	Recycling	Bently Ranch	29-Jun green waste	\$	177.20	\$	5,771.40	\$	218,508.26
9/15/2016	635 635.912.520.198	Trash	Recycling	Bently Ranch	148884 green waste	\$	172.00	\$	5,771.40	\$	218,680.26
9/15/2016	635 635.912.520.198	Trash	Recycling	Bently Ranch	148939 green waste	\$	196.00	\$	5,771.40	\$	218,876.26
9/15/2016	635 635.912.520.118	Trash	Veh. Maint Outside	Bently Ranch	149013 green waste	\$	171.40	\$	15,348.10	\$	219,047.66
9/15/2016	630 630.911.520.136	General	Rents & Leases Equip	Ricoh	5044384517 usage BW and Color	\$	114.07	\$	5,279.38	\$	219,161.73
9/15/2016	639 639.919.531.006	Wholesale	Chemicals	Carus	SLS10038975 Heybourne Booster Chlorine	\$	801.11	\$	18,737.28	\$	219,962.84
9/15/2016	630 630.000.220.000	General	Refundable Dep. (CVIC)	Remax Realty Affiliates	1959 credit deposit refund	\$	300.00	\$	(7,000.00)	\$	220,262.84
9/15/2016	639 639.919.532.015	Wholesale	Maint & Repair	Procurement Frisby	16-Aug inverter drive motor	\$	272.95	\$	32,336.63	\$	220,535.79
9/15/2016	630 630.917.533.802	General	Small Equip	Procurement Frisby	light dimmer	\$	156.02	\$	2,843.98	\$	220,691.81
9/15/2016	630 630.911.520.200	General	Training & Education	Procurement Hamer	16-Aug UNR Training	\$	330.00	\$	8,670.00	\$	221,021.81
9/15/2016	630 630.911.533.800	General	Office Supplies	Procurement Hamer	Office Supplies	\$	75.95	\$	1,661.05	\$	221,097.76
9/15/2016	639 639.919.533.800	Wholesale	Office Supplies	Procurement Hamer	JD Wide Printer	\$	308.88	\$	(308.88)	\$	221,406.64
9/15/2016	635 635.912.533.800	Trash	Office Supplies	Procurement Hamer	Office Supplies	\$	51.63	\$	448.37	\$	221,458.27
9/15/2016	640 640.913.533.800	Water	Office Supplies	Procurement Hamer	Office Supplies	\$	145.48	\$	2,854.52	\$	221,603.75
9/15/2016	630 630.917.532.001	General	Op. Supplies	Procurement Hamer	Monitors	\$	219.98	\$	1,727.73	\$	221,823.73
9/15/2016	630 630.915.532.015	General	Maint & Repair	Meeks Lumber	25-Nov ground plugs	\$	17.08	\$	104,031.18	\$	221,840.81
9/15/2016	630 630.916.532.015	General	Maint & Repair	Meeks Lumber	Parks	\$	49.02	\$	64,060.22	\$	221,889.83
9/15/2016	630 630.915.532.015	General	Maint & Repair	Meeks Lumber	parks	\$	(32.29)	\$	104,031.18	\$	221,857.54
9/15/2016	630 630.915.532.015	General	Maint & Repair	Meeks Lumber	streets	\$	4.27	\$	104,031.18	\$	221,861.81
9/15/2016	635 635.000.115.000	Trash		Williams, Norman	Duplicate Quarterly payment	\$	58.00				221,919.81
9/15/2016	640 640.000.115.000	Water		Williams, Norman	Duplicate Quarterly payment	\$	76.80				221,996.61
9/15/2016	630 630.917.520.118	General	Veh Maint - Outside	Cobalt Truck Equipment	NF0660 crane inspection	\$	653.57	\$	2,117.42		222,650.18
9/15/2016	630 630.911.521.100	General	Professional Services	Allison Mackenzie	168569 General matters	\$	5,997.50	\$	64,829.21		228,647.68
9/15/2016	639 640.913.562.000	Wholesale	Capital Projects	Allison Mackenzie	168569 Well #11 16W02	\$	387.50	\$	600,918.75		229,035.18
9/15/2016	639 639.919.521.100	Wholesale	Pro. Services	Allison Mackenzie	168570 Wholesale matters	\$	5,437.50	\$	61,487.50		234,472.68
9/19/2016	630 630.911.520.169	General	EMRB Assessment	EMRB Assessment		\$	101.25	\$	(101.25)		234,573.93
9/19/2016	635 635.912.520.116	Trash	Veh. Maint Co Shop	DOCO Vehicle Repair		\$	1,740.00	\$	(1,740.00)		236,313.93
9/19/2016	635 635.912.550.100	Trash	Bank Fees-CC Processing	CC Trans Fees		\$	144.88	\$	1,365.42		236,458.81
9/19/2016	639 639.919.531.006	Wholesale	Chemicals	Sierra Chemical	SLS100361463 chlorine	\$	801.11	\$	18,737.28		237,259.92
9/19/2016	640 640.913.520.090	Water	Water	Water Retail to Wholesale	Jul-16	\$	23,951.70	\$	247,839.34		261,211.62
9/19/2016	640 640.913.520.090	Water	Water	Water Retail to Wholesale	Aug-16	\$	33,708.96	\$	247,839.34		294,920.58
9/19/2016	640 640.913.521.200	Water	Engineering	DOCO Public Works		\$	(315.00)	\$	(625.00)		294,605.58
9/19/2016	640 640.913.550.100	Water	Bank Fees-Credit Cards	CC Fees		\$	144.88	\$	1,365.43		294,750.46
9/22/2016	630 630.917.520.055	General	Telephone Expense	Carson Valley Telephone	16314 Buckeye Phone	\$	190.00	\$	560.00		294,940.46
9/22/2016	639 639.919.520.088	Wholesale	Utilities	Southwest Gas	16-Sep Boug Pump	\$	38.12	\$	313,590.74		294,978.58
9/22/2016	630 630.916.520.088	General	Utilities	Southwest Gas	CVIC	\$	63.45	\$	14,729.11		295,042.03
9/22/2016	639 639.919.520.088	Wholesale	Utilities	Southwest Gas	1330 Buckeye Booster	\$	30.14	\$	313,590.74		295,072.17
9/22/2016	630 630.915.520.088	General	Utilities	Southwest Gas		\$	15.07	\$	41,859.02		295,087.24
9/22/2016	630 630.916.520.088	General	Utilities	Southwest Gas		\$	15.07	\$	14,729.11		295,102.31
9/22/2016	639 639.919.520.088	Wholesale	Utilities	Southwest Gas	1330 Buckeye Fac	\$	8.11	\$	313,590.74		295,110.42
9/22/2016	640 640.913.520.088	Water	Utilities	Southwest Gas		\$	8.11	\$	2,850.77		295,118.53
9/22/2016	635 635.912.520.088	Trash	Utilities	Southwest Gas		\$	24.32	\$	4,552.29		295,142.85
9/22/2016	630 630.915.520.088	General	Utilities	Southwest Gas		\$	2.70	\$	41,859.02		295,145.55
9/22/2016	630 630.916.520.088	General	Utilities	Southwest Gas		\$	5.40	\$	14,729.11		295,150.95
9/22/2016	630 630.917.520.088	General	Utilities	Southwest Gas		\$	5.40	\$	900.51		295,156.35
9/22/2016	630 630.911.520.055	General	Telephone Expense	Frontier	long distance	\$	10.00	\$	3,410.77		295,166.35
9/22/2016	630 630.911.521.100	General	Professional Services	Nanosecond	66231 update website	\$	50.00	\$	64,829.21		295,216.35
9/22/2016	630 630.911.521.100	General	Professional Services	Shred It	82242928 confidential paper removal	\$	36.00	\$	64,829.21		295,252.35
9/22/2016	635 635.912.520.118	Trash	Veh. Maint Outside	Hydraulic Industrial Services	31406 2601 repair	\$	117.18	\$	15,348.10		295,369.53
9/22/2016	640 640.913.520.078	Water	Printing & Binding	ABE Printing	14122 newsletters	\$	281.25	\$	259.42		295,650.78
9/22/2016	635 635.912.520.078	Trash	Printing & Binding	ABE Printing	newsletters	\$	281.25	\$	559.41		295,932.03
9/22/2016	635 635.000.115.000	Trash		Meagher, Joseph	Owner requested refund	\$	24.90				295,956.93
9/22/2016	640 640.000.115.000	Water		Meagher, Joseph		\$	18.90				295,975.83
9/22/2016	640 640.913.520.060	Water	Postage / PO Box Rent	Pitney Bowes	postage	\$	27.67	\$	1,561.84		296,003.50
9/22/2016	635 635.912.520.060	Trash	Postage / PO Box Rent	Pitney Bowes	postage	\$	27.67	\$	1,061.83		296,031.17
9/22/2016	630 630.917.520.118	General	Veh Maint - Outside	Cobalt Truck Equipment	NF01661 crane inspection bucket truck	\$	444.25	\$	2,117.42		296,475.42
9/22/2016	630 630.917.520.118	General	Veh Maint - Outside	Safeguard and Business	31677892 cash receipting	\$	232.77	\$	2,117.42		296,708.19
9/22/2016	639 639.919.532.015	Wholesale	Maint & Repair	United States Plastic	4913698 Heybourne Booster Repair	\$	197.00	\$	32,336.63		296,905.19
9/22/2016	630 630.917.532.028	General	Uniforms	Steve McGee	jeans reimbursement	\$	100.00	\$	1,421.68		297,005.19
9/22/2016	630 630.916.532.015	General	Maint & Repair	Propet Distributors	114503 dog litter bags	\$	563.35	\$	64,060.22		297,568.54
9/22/2016	630 630.911.520.136	General	Rents & Leases Equip	Ricoh	51580362 9/1/2016 to 9/30/16	\$	309.03	\$	5,279.38		297,877.57
9/22/2016	630 630.911.520.136	General	Rents & Leases Equip	Ricoh	51125070 copier 1604 esmeralda	\$	65.52	\$	5,279.38		297,943.09
9/22/2016	639 639.919.520.120	Wholesale	Lab Testing	WETLAB	71781 total coliform	\$	240.00	\$	5,919.25		298,183.09
9/22/2016	630 630.916.520.136	General	Rents & Lease Equip	Allied Sanitation and septic	RINV001573 porta potties	\$	140.00	\$	1,580.00		298,323.09
9/22/2016	630 630.000.220.000	General	Refundable Dep. (CVIC)	Friends of Sara LaFrance	credit 1969 CVIC Deposit Refund	\$	3,000.00	\$	(7,000.00)		301,323.09
9/22/2016	630 630.917.532.028	General	Uniforms	Uniformity of Nevada	86370-1 tshirts	\$	330.98	\$	1,421.68		301,654.07
9/22/2016	635 635.912.532.028	Trash	Uniforms	Uniformity of Nevada	t-shirts	\$	219.84	\$	1,271.27		301,873.91
9/22/2016	639 639.919.532.028	Wholesale	Uniforms	Uniformity of Nevada		\$	245.82	\$	1,659.30		302,119.73
9/22/2016	630 630.917.532.028	General	Uniforms	Uniformity of Nevada	Business Set up/logo	\$	167.50	\$	1,421.68		302,287.23
Paid Claims									\$	302,287.23	

**October 5, 2016, Minden Town Board Agenda
Consent Agenda, Item Number 2**

DATE: September 29, 2016

PREPARED BY: Rachel Hamer, Secretary

SUBJECT: Approval of a request by Minden Fest Event Promoters for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets Tuesday evenings from May 16th through September 26th, 2017. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street and Fifth Street between Esmeralda Avenue and Mono from 2:00 pm until 8:30 pm.

PREVIOUS ACTION:

- Various approvals for Farmer's Markets since 2007. In July 2015 the street closure was extended to include Fifth Street between Esmeralda Avenue and Mono Avenue to accommodate the growing popularity of the market and the number of vendors.

BACKGROUND: Event promoters, Minden Fest, host Farmer's Markets Tuesday evenings from May through September. Minden Fest closes the streets at 2 p.m., the Market officially opens for business around 4 p.m., and the Market closes between 7 and 8 p.m., depending on the customers. The 2017 Farmer's Market will run from May 16th through September 26th.

The Town provides barricades and general support. Minden Fest places and removes the barricades. Again, this year Town Staff will work with Minden Fest to comply with the requirements of a formal traffic control plan.

FISCAL IMPACT: For each occurrence, the Town will absorb minimal labor costs (staff support occurs during normal working hours; including emptying the dumpster and making sure the barricades are available) and will waive fees valued at \$500.00 per day (\$11,500 total) street closure fee and \$17.60 for emptying a dumpster (\$425.50 total), per event.

ACTION TAKEN: Approved Continued Denied

Approved with conditions: _____

Please return to: Town of Minden 1604 Esmeralda Ave. Suite 101 Minden, NV 89423
Phone: 775-782-5976 Fax: 775-782-5287

TOWN OF MINDEN

Street Closure / Special Event Application

This application **and deposit** must be on file in Town of Minden in order to guarantee event approval.

Minden Fest
Name of Organization

Roxanne Stangle
Contact Person

Farmer's Market
Brief Description of Activity to be conducted

782-4227
Home phone

782-2444
Work phone

Roxanne Stangle, jgals.com
Email Address

P.O. Box 191
Mailing Address

Minden
City and State

89423
Zip Code

1642 Mono
Physical Address

11
City and State

11
Zip Code

May 16, 2017
Requested Date (Day 1)

Sept 26, 2017
Requested opening time

Sept 26, 2017
Requested opening time

11
Anticipated # of People

Requested Date (Day 2)

Requested opening time

Requested opening time

Anticipated # of People

Requested Date (Day 3)

Requested opening time

Requested opening time

Anticipated # of People

PERMITS REQUIRED

Will the activity involve alcohol consumption? Yes ___ No ☒ If yes, will alcohol be sold? Yes ___ No ___
If alcohol is to be sold, a permit must be obtained from the Sheriff's Office at 775-782-9900.

If alcohol is to be sold and you plan on outdoor music entertainment, contact the Sheriff's Office for a Permit for Special Event Entertainment Endorsement. (Takes 4-6 weeks to process).

If your event has 500+ people, you will need an Outdoor Festival Permit. (Takes 4-6 weeks to process).

Will the activity involve selling food? Yes ___ No ☒

If food is to be sold, please contact the Health Department at 775-782-6207 for permit requirements.

PLEASE INDICATE STREETS REQUESTED FOR CLOSURE ON THE ATTACHED MAP.

PARK AMENITIES Check all the that will be needed for your event:

Electricity at Gazebo: ☐ Electricity on at 5th Street: ☒ Tables: ☐ Chairs: ☐ Microphones: ☐ If so, how many? _____

CD Player: ☐ Nature and duration of any amplified sound: _____

What (if any) vehicles will be brought into the park? _____

Other Special Needs: _____

ADDITIONAL SERVICES The Following must be coordinated with Town personnel prior to the event:

Resident Notification: Residents and businesses in the immediate area of the event must be notified of the street closure. Attach proof of such notification.

Trash: Number of dumpsters requested: _____ Indicate placement on attached map with a "T".

Requested days / times for dumpsters to be emptied: _____

Signs / Barricades: Event coordinator is responsible for obtaining and placing signs and barricades as necessary.

X:\common\file cabinet\CVIC Hall\Applications and Rental Info\Street Closure Application & Info\Street_Closure_App_2014.doc

5/22/2014

**October 5, 2016 Minden Town Board Agenda
Consent Agenda, Item Number 3**

DATE: September 29, 2016

PREPARED BY: Rachel Hamer, Secretary

SUBJECT: Approval of a request by Minden Fest event Promoters for the Town of Minden to sponsor the Minden Spring Arts and Crafts Festival and Innliner Car Show, June 2-4, 2017. Approval of this request would include waiving fees associated with street closure and providing Town staff support of the event. Town approval will also include closure of Esmeralda between US Highway 395 and Sixth Street; Fifth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395; Fourth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395 from 2:00 pm Friday through 7:00 pm Sunday.

PREVIOUS ACTION:

- The Board has approved this request each year since 2011.

BACKGROUND: The Spring Arts and Crafts Festival, scheduled for June 2-4, 2017, will occupy a portion of Esmeralda Avenue from Sixth Street to US Highway 395 from approximately 2 p.m. Friday, June 2th, until 7 p.m. Sunday, June 4th. The Car Show will occur on Saturday only, and share the street closure with the Arts and Crafts Festival. Street closures may also include Fifth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395; Fourth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395 from 2:00 pm Friday through 7:00 pm Sunday.

In the past, the Town's sponsorship included, but was not limited to: direct labor costs to support the event and waiving street closure fees. This year Town Staff will also work with Minden Fest to comply with the requirements of a formal traffic control plan.

FISCAL IMPACT: For the purposes of this request, sponsorship would include: waiver of street closure fee for 3 days (\$500 each day \$1500.00 total) and waiver of dumpster fees for 2 dumpsters, emptied once (\$37.00).

ACTION TAKEN: Approved Continued Denied

Approved with conditions: _____

Please return to: Town of Minden 1604 Esmeralda Ave. Suite 101 Minden, NV 89423
Phone: 775-782-5976 Fax: 775-782-5287

TOWN OF MINDEN

Street Closure / Special Event Application

This application **and deposit** must be on file in Town of Minden in order to guarantee event approval.

Name of Organization

Craft Fair & Car Show

Brief Description of Activity to be conducted

782-4227

Home phone

782-2444

Work phone

Roxanne Stangle Dykes, com.

Email Address

Roxanne Stangle
Contact Person

Mailing Address

City and State

Zip Code

Physical Address

City and State

Zip Code

June 2, 2017

Requested Date (Day 1)

5 pm

Requested opening time

Requested opening time

2400 per day
Anticipated # of People

June 3, 2017

Requested Date (Day 2)

Requested opening time

Requested opening time

Anticipated # of People

June 4, 2017

Requested Date (Day 3)

Requested opening time

Requested opening time

Anticipated # of People

PERMITS REQUIRED

Will the activity involve alcohol consumption? Yes ☒ No ☐ If yes, will alcohol be sold? Yes ☒ No ☐

If alcohol is to be sold, a permit must be obtained from the Sheriff's Office at 775-782-9900.

If alcohol is to be sold and you plan on outdoor music entertainment, contact the Sheriff's Office for a Permit for Special Event Entertainment Endorsement. (Takes 4-6 weeks to process).

If your event has 500+ people, you will need an Outdoor Festival Permit. (Takes 4-6 weeks to process).

Will the activity involve selling food? Yes ☒ No ☐

If food is to be sold, please contact the Health Department at 775-782-6207 for permit requirements.

PLEASE INDICATE STREETS REQUESTED FOR CLOSURE ON THE ATTACHED MAP.

PARK AMENITIES Check all the that will be needed for your event:

Electricity at Gazebo: ☒ Electricity on at 5th Street: ☐ Tables: ☐ Chairs: ☐ Microphones: ☐ If so, how many? _____

CD Player: ☒ Nature and duration of any amplified sound: 7 Am - 4 pm

What (if any) vehicles will be brought into the park? _____

Other Special Needs: _____

ADDITIONAL SERVICES The Following must be coordinated with Town personnel prior to the event:

Resident Notification: Residents and businesses in the immediate area of the event must be notified of the street closure. Attach proof of such notification.

Trash: Number of dumpsters requested: 3 Indicate placement on attached map with a "T".

Requested days / times for dumpsters to be emptied: _____

Signs / Barricades: Event coordinator is responsible for obtaining and placing signs and barricades as necessary.

X:\common\file cabinet\CVIC Hall\Applications and Rental Info\Street Closure Application & Info\Street_Closure_App_2014.doc

5/22/2014

**October 5, 2016, Minden Town Board Meeting
Consent Agenda, Item Number 4**

DATE: September 29, 2016

PREPARED BY: Jenifer Davidson, Town Manager
Rachel Hamer, Secretary

SUBJECT: Approval of a request by Minden Fest event promoters for the Town of Minden to waive the fees associated with the use of the CVIC Hall for half day craft/gift show on December 3, 2016 and December 2, 2017 in exchange for live music/entertainment to be paid for and hosted by Minden Fest for the duration of the show.

PREVIOUS ACTION:

- For several years, Minden Fest event promoters hosted a craft/gift show in conjunction with the Town of Minden Christmas Celebration. In 2014, the applicant requested and was approved to move the show inside the CVIC Hall. This year Town staff requested the applicant submit applications for both 2016 and 2017 consistent with the other Minden Fest events.

FISCAL IMPACT: If approved the Town would waive \$585 total (\$292.50 each year) in rental fees associated with the use of the CVIC Hall in exchange for music/entertainment to be provided by Minden Fest for the duration of the craft/gift show.

ACTION TAKEN:

Approve Continue Deny

Approve with conditions: _____

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TOWN OF MINDEN

CVIC HALL APPLICATION AND USE PERMIT

This application **and deposit** must be on file in Town of Minden in order to guarantee facility rental.

Name of Organization / Contact Person MindenFest / Roxanne Stangle Date(s) of Rental December 3 2016

Type of Activity to be conducted: CRACK/GIFT First Time Rental? Yes ☒ No ☐

Home phone: 782-4227 Work phone: 782-2444 Email Address: RoxanneStangle@yahoo.com

Mailing Address: PO Box 191 City and State Minden NV Zip Code 89423

Physical Address: 1642 Mono Ave City and State Minden, NV Zip Code 89423

Requested opening time 12pm Requested closing time 9pm Total hours 14 Anticipated number of People thru out pay

Is this event open to the public? Yes ☒ No ☐ If so, what is the starting time of the event? 9am

****If a public event with multiple days, please fill in the back page with starting times for each day.****

Will the activity involve alcohol consumption? Yes ☐ No ☒ If yes, will alcohol be sold? Yes ☐ No ☐

If alcohol is to be sold, a permit must be obtained from the Sheriff's Office at 775-782-9900.

Will the activity involve selling food? Yes ☐ No ☒

If food is to be sold, please contact the Health Department at 775-782-6207 for permit requirements.

***The Hall **must** be cleaned and vacated by midnight. Town staff **will** come to lock up at midnight if not contacted prior to that time, and the renter **will be billed** for the cleaning efforts of Town staff. NS Initials

CVIC HALL AMENITIES Mark all that will be needed for your event:

☐ Upstairs Meeting Room (Additional charge) ☐ Dumpsters ☐ Kitchen ☐ Audio-Visual Screen ☒ Stage Lights
☒ Microphones, If so, how many? 1 ☐ Computer connection ☐ iPod Dock Connection ☐ MP3
☒ CD Player ☐ Other Special Needs: _____

Note: If you are using DVDs or computers, please bring them with you when you arrive. The person operating these must also be present. Our Facilities staff will be available to help you set up at that time. If the Facility staff have to return later, there will be a call back fee of \$25. Thank you!

APPLICANT CERTIFIES RECEIVING THE CVIC HALL POLICIES AND PROCEDURES AND AGREES TO ABIDE BY ALL PROVISIONS THEREOF. APPLICANT/RESPONSIBLE PARTY MUST HAVE A COPY OF THIS APPLICATION DURING THE CVIC RENTAL.

Policy Received: Roxanne Stangle Signature Date: 9/28/2016

EXPECTED FEES	DUE	ACTUAL FEES	Calendar
Amount of Insurance Required: _____	Proof Rec'd: <input type="checkbox"/>	Security Required: <input type="checkbox"/>	Proof Rec'd: <input type="checkbox"/> (attached)
Dep. Amount: _____	Check No. _____	Date: _____	QB Credit No. _____ QB Sales No. _____ QB Inv No. _____
Name on Deposit Check / Credit Card: _____			
Address on Deposit Check/CC Billing Address: _____			
Payment Rec'd: Check No. _____ Date: _____ Deposit Returned: <input type="checkbox"/> Date: _____ QB Credit Refunded <input type="checkbox"/>			

TOWN OF MINDEN

CVIC HALL APPLICATION AND USE PERMIT

This application **and deposit** must be on file in Town of Minden in order to guarantee facility rental.

Name of Organization / Contact Person MindenFest / Roxanne Stangle Date(s) of Rental December 2017 ² DD

Type of Activity to be conducted: CRAFT/GIFT First Time Rental? Yes ☒ No ☐

Home phone: 782-4227 Work phone: 782-2444 Email Address: RoxanneStangle@yahoo.com

Mailing Address: PO Box 191 City and State: Minden NV Zip Code: 89423

Physical Address: 1642 Mono Ave City and State: Minden, NV Zip Code: 89423

Requested opening time 12pm Requested closing time 9pm Total hours 14 Anticipated number of People thru out pay

Is this event open to the public? Yes ☒ No ☐ If so, what is the starting time of the event? 9am

****If a public event with multiple days, please fill in the back page with starting times for each day.****

Will the activity involve alcohol consumption? Yes ☐ No ☒ If yes, will alcohol be sold? Yes ☐ No ☐

If alcohol is to be sold, a permit must be obtained from the Sheriff's Office at 775-782-9900.

Will the activity involve selling food? Yes ☐ No ☒

If food is to be sold, please contact the Health Department at 775-782-6207 for permit requirements.

***The Hall **must** be cleaned and vacated by midnight. Town staff **will** come to lock up at midnight if not contacted prior to that time, and the renter **will be billed** for the cleaning efforts of Town staff. AS Initials

CVIC HALL AMENITIES Mark all that will be needed for your event:

- ☐ Upstairs Meeting Room (Additional charge) ☐ Dumpsters ☐ Kitchen ☐ Audio-Visual Screen ☒ Stage Lights
☒ Microphones, If so, how many? 1 ☐ Computer connection ☐ iPod Dock Connection ☐ MP3
☒ CD Player ☐ Other Special Needs: _____

Note: If you are using DVDs or computers, please bring them with you when you arrive. The person operating these must also be present. Our Facilities staff will be available to help you set up at that time. If the Facility staff have to return later, there will be a call back fee of \$25. Thank you!

APPLICANT CERTIFIES RECEIVING THE CVIC HALL POLICIES AND PROCEDURES AND AGREES TO ABIDE BY ALL PROVISIONS THEREOF. APPLICANT/RESPONSIBLE PARTY MUST HAVE A COPY OF THIS APPLICATION DURING THE CVIC RENTAL.

Policy Received: Roxanne Stangle Date: 9/28/2016
Signature

EXPECTED FEES	DUE	ACTUAL FEES	Calendar
Amount of Insurance Required: _____	Proof Rec'd: <input type="checkbox"/>	Security Required: <input type="checkbox"/>	Proof Rec'd: <input type="checkbox"/> (attached)
Dep. Amount: _____	Check No. _____	Date: _____	QB Credit No. _____
Name on Deposit Check / Credit Card: _____			
Address on Deposit Check/CC Billing Address: _____			
Payment Rec'd: Check No. _____ Date: _____ Deposit Returned: <input type="checkbox"/> Date: _____ QB Credit Refunded <input type="checkbox"/>			

**October 5, 2016, Minden Town Board Meeting
Consent Agenda, Item Number 5**

DATE: September 29, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: Approval of the 2016 Town of Minden Christmas Celebration on Friday, December 2, and the 21st annual Parade of Lights from Heritage Park to Minden Park Saturday, December 3, 2016.

Approval of this request includes closure of the following streets on Friday December from 12:00 pm until 10:00 pm: Esmeralda Avenue between Fourth Street and Sixth Street; Fifth Street between Mono Avenue and the alley between Highway 395 and Esmeralda Ave. Approval also includes closure of the following streets: Esmeralda from US Highway 395 to Eighth Street; closure of Eighth, Seventh, Sixth, Fifth and Fourth Streets between US Highway 395 and County Road; third street between US Highway 395 and Mono, and closure of Mono Avenue between Third and Eighth Street from 3:00 pm to 10:00 pm Saturday December 3, 2016.

BACKGROUND:

This year the Christmas Celebration will include:

- The Elks annual Spaghetti Feed and Christmas Tree Bingo in the CVIC Hall (Friday night).
- Gazebo lighting in Minden Park (Friday night).
- Live music from the DHS Jazz Band (Friday night).
- Fire pits, live music, cookies, s'mores and more (Friday night).
- Children who bring a canned good item for the Food Closet receive a goodie bag and a chance to light up the Gazebo with Santa. (Friday night).
- The Weihnachts Festival put on by Minden Fest in conjunction with the Minden Christmas Celebration on Saturday in the CVIC Hall with live music.
- The Carson Valley Chamber of Commerce conducts the 21th Annual Parade of Lights on Saturday night with live music before the parade on Esmeralda Ave.

These annual events enhance the quality of life for the residents of Minden and the surrounding area and provide an economic boost for Minden's businesses.

FISCAL IMPACT: The total approved budget for the Christmas Celebration is \$4,000.

ACTION TAKEN:

Approve Continue Deny

Approve with conditions: _____

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**October 5, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 1**

DATE: September 28, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to formally change, change with conditions, or continue the regular monthly meeting time of the Minden Town Board from 5:30 p.m. to 4:30 p.m. on the first Wednesday of every month unless formally changed to another day of the week or noticed for another meeting time. Appearance by Chairman John Stephans.
Public comment.

STAFF RECOMMENDATION: Staff recommends the Board formally change the regular monthly meeting time of the Minden Town Board from 5:30 p.m. to 4:30 p.m. on the first Wednesday of every month unless formally changed to another day of the week or noticed for another meeting time.

ACTION TAKEN: Approved Continued Denied

Approved with conditions: _____

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**October 5, 2016, Minden Town Board
Administrative Agenda, Item Number 2**

DATE: September 28, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to provide direction to Town Staff regarding the possible creation of special program to pay tribute to, memorialize or thank members of the community through contributions to streetscape, landscaping and other design elements in and around Minden. Appearance by Jenifer Davidson, Town Manager. **Public comment.**

PREVIOUS ACTION:

- None for this item.

BACKGROUND: The Town of Minden does not currently have a formal program or policy regarding requests to pay tribute to, memorialize or thank members of the community in Minden. Over time various donations in memory have been dedicated and installed around Town. The most well-known informal program was created by an owner of a business in Minden where residents could purchase and inscribe bricks that were added to the landscaping dedicated for this purpose in Statue Park.

The Town of Gardnerville, through Main Street Gardnerville, created a special program to sponsor and dedicated benches in their downtown for this purpose. The details of the program are attached for reference.

At this time, Town Staff have been contacted by at least one individual wishing to dedicate something in memory of a loved one with special ties to Minden. Over the years previous requests outside of the Statue Park and those memorials previously accepted for dedication, have been denied. Town Staff are now seeking direction from the Board on whether or not it is the desire of the Board to create a policy/procedure for this purpose and what, if any, conditions should be placed on this type of program.

STAFF RECOMMENDATION: Staff recommends the Board provide direction to Town Staff regarding the possible creation of special program to pay tribute to, memorialize or thank members of the community through contributions to streetscape, landscaping and other design elements in and around Minden.

ACTION TAKEN: Approve Continue Deny

Approve with conditions: _____

Own a Piece of Downtown!

The Main Street Program has been installing decorative four-foot metal benches downtown, with the help of the Town of Gardnerville. These benches accommodate and encourage pedestrians along the main street corridor.

Thanks to several sponsorships, MSG already has 15 benches placed throughout the downtown district.

Adding benches to our Main Street District adds character and encourages pedestrian traffic. It is hoped that the benches will eventually stretch the length of Main Street.

Each bench was sponsored for different reasons: as a memorial, as a tribute to a special person, as a gift to the community or as a thank you. Benches can

be sponsored by a service group, a business or an individual or family.

Each bench will have a brass plaque affixed to it, such as the ones pictured, honoring your service club, business or individual/family. Wording will be customized according to your wishes, with Main Street Gardnerville approval. After the bench is in place, a dedication will be held at the site for your invited family and friends.



A number of locations are available along our Main Street. The one time cost of \$1,995 is to be paid by sponsor which will include bench, plaque, shipping and installation.

For more information, please contact Main Street Gardnerville at 775.782.8027 or Info@MainStreetGardnerville.org

*Main Street Gardnerville is a 501c6 nonprofit corporation. Your sponsorship may be deductible as a business expense; contact your tax professional.
Main Street Gardnerville is an equal opportunity provider and employer.*



**October 5, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 3**

DATE: September 28, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town administrative staff to create one full-time, 40 hour per week, Office Specialist position and eliminate one part-time Office Assistant position. Appearance by Jenifer Davidson, Town Manager. **Public comment.**

PREVIOUS ACTION:

- April 4, 2012, Board Meeting: Board approved a request to create one additional part time (38 hours per pay period) Office Assistant position effective July 1, 2012.

BACKGROUND: The Town currently has two part time office assistant positions. Since 2010 the Town has filled five office assistant vacancies. Three of the five vacancies, including the current opening, were created when individuals sought employment with other organizations at higher pay rates (\$17 per hour or more) with benefits. On average it takes 3-4 months to fill a vacancy because of background checks and 3-6 months to fully train a part time administrative team member. During this time the administrative team is not operating at maximum capacity or efficiency.

In addition to the existing evolving and increasing workload of the department, the Town Administrative Team is looking to redefine and expand the administrative services to better attend to the needs of Minden residents and customers. This list of expanded duties and responsibilities identified by the Team would create cost savings opportunities and in some instances generate new service based revenue for the Town.

FISCAL IMPACT: If approved the total estimated cost of the position would be \$60,021 (salary plus benefits). The current cost of the part time Office Assistant is \$15,502. Staff anticipates the difference of \$44,519 would be paid from the following cost saving and revenue creation measures:

Change in CVIC Hall rental rates	\$10,000 (new revenue)
Eliminate Contract Management of Website	\$5,000 (savings)
In house records management and archiving	\$15,000 (savings)
<u>In house plan and application review and processing</u>	<u>\$15,000 (new revenue)</u>

STAFF RECOMMENDATION: Staff recommends the Board approve a request by Town administrative staff to create one full-time, 40 hour per week, Office Specialist position and eliminate one part-time Office Assistant position.

ACTION TAKEN: Approved Continued Denied

Approved with conditions: _____

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**October 5, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 4**

DATE: September 28, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to formally change the November regular Town Board meeting date from November 2, 2016 to November 9, 2016. Appearance by Jenifer Davidson, Town Manager. **Public comment.**

STAFF RECOMMENDATION: Staff recommends the Board approve a request to formally change the November regular Town Board meeting date from November 2, 2016 to November 9, 2016.

ACTION TAKEN: Approved Continued Denied

Approved with conditions: _____

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**October 5, 2016, Minden Town Board
Administrative Agenda, Item Number 5**

DATE: September 28, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to select and approve, approve with conditions, continue or deny a date and time for a special meeting in November or December of 2016 to conduct a Town of Minden strategic planning session. Possible action may include providing direction to staff regarding the content of the strategic planning session. Appearance by Jenifer Davidson, Minden Town Manager. **Public comment.**

PREVIOUS ACTION:

- February 9, 2016, Board Workshop: Board reviewed and discussed the Town of Minden Strategic Plan.
- April 6, 2016, Board Meeting: Board adopted the 2016 Strategic Planning goals.
- September 7, 2016, Board Meeting: Board reviewed the Douglas County Master Plan update as it pertains to Minden and voted to continue the discussion at the next Town of Minden Strategic Planning session.

BACKGROUND: A strategic planning session was held on February 9, 2016. The Town Manager subsequently assembled and prioritized the attached Strategic Planning Goals and action plans in response to the session which were adopted by the Board in April.

In addition, at the September 2016 regular meeting the Board was asked to review and provide comment to Douglas County on the update of the Master Plan as it pertains to the Minden/Gardnerville Community Plan. The Board voted to provide their input to the Town Manager in response to this request and direct her to compile the responses in preparation for additional discussion at a strategic planning session to be conducted in November or December.

STAFF RECOMMENDATION: Staff recommends the Board select a date and time for a special meeting in November or December of 2016 to conduct a Town of Minden strategic planning session and provide direction to staff regarding the content of the strategic planning session.

ACTION TAKEN: Approve Continue Deny

Approve with conditions: _____

2016 Town of Minden Strategic Plan

GOAL:

Evaluate the Town of Minden Wholesale water program and identify opportunities to create a program that is fiscally sound and environmentally conscious, taking into consideration the overall health of the aquifer regionally.

ACTION PLAN:

- (Town Manager/Town Accountant, May 2016) Establish a budget to accomplish this goal (pay for consultants/research options). Build that amount into the Fiscal Year 2016/2017 Budget.
- (Town Board, by July 2016) Conduct an annual Water Strategic Planning Workshop to further develop this action plan.
- (Town Manager, August 2016) Plan and conduct an annual water summit with the Wholesale Customers
- (Town Manager, September 2016) Draft a formal request for proposal, and select a consultant, to work with Town Staff to develop a water master plan to specifically address the future needs of the Minden Wholesale and Retail Systems including infrastructure, water treatment and personnel, and operational efficiency.
- Town Manager/Chair and Vice Chair, February 2017) Annual meeting with the State Water Engineer.
- (Consultant, March 2017) Present a water master plan to the Town Board for adoption.
- (Town Manager, ongoing) Work with the Town of Minden Water Operations manager to continue to evaluate the organizational structure/water policies and procedures and operational efficiency of the water team.
- (Town Staff, ongoing) Continue to explore and identify ways to support USGS with conducting studies that scientifically monitor the quality and quantity of the aquifer.

GOAL:

Explore the possibility of incorporating the key principles of “Placemaking” into the Town’s overall vision and strategic plan.

ACTION PLAN:

- (Town Manager/Town Accountant, May 2016) Establish a budget to accomplish this goal (pay for consultant/research options). Build that amount into the Fiscal Year 2016/2017 Budget.
- (Consultant, September 2016) Educate the Town Board on the key principles of “Placemaking”.
- (Town Board, October 2016) Evaluate the Town’s vision and strategic plan and explore opportunities to incorporate the “Placemaking” philosophy.
- (Town Board/Manager, January 2017) Revise the Town of Minden Strategic Plan and Vision to incorporate these principles.
- (Town Manager/Superintendent, February 2017) Develop a Town of Minden Sidewalk and Trails master plan with an emphasis placed on connectivity and promoting a walkable community. The master plan should also explore solutions for parking.
- (Town Manager/Town Board, March, 2017) Review and revise the Town of Minden 10 year Capital Improvement plan and prioritize projects that are consistent with the “Placemaking” principles.
- (Town Board, April 2017) Approve a revised Town of Minden 10 year Capital Improvement Plan.
- (Town Manager, Ongoing) Continue to explore grant funding/ partnerships with the goal of undergrounding utilities and completing streetscape beautification projects on 395.

GOAL:

Investigate, explore and evaluate the possibility of implementing a trash recycling program in Minden.

ACTION PLAN:

- (Town Manager/Town Accountant, May 2016) Establish a budget to accomplish this goal (pay for consultant/research options). Build that amount into the Fiscal Year 2016/2017 Budget.
- (Town Accountant/Town Manager, September 2016) Analyze the overall status and fiscal health of the trash fund including revenue, expenses and reserve levels. Report findings to the Board.
- (Town Staff, October 2016) Explore all regional options including costs collection sites, partnerships and interim steps for the implementation of a recycling program. Report findings to the Board.
- (Consultant, January 2017) Design and conduct a comprehensive survey of Minden residents regarding the possible creation of a trash recycling program. Report the findings of the study to the Board.
- (Town Board, April 2017) Decide whether or not to pursue a recycling program in Minden.

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**October 5, 2016, Minden Town Board Meeting
Administrative Agenda Item 6**

DATE: September 27, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to direct Staff in relation to Staff Reports. Discussion shall include a Staff Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager and JD Frisby, Superintendent of Public Works.
Public comment.

ACTION TAKEN: Approve Continue Deny

Approve with conditions: _____

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